

LABOR RELATIONS & EMPLOYEE SERVICES COMMITTEE MINUTES
1st Floor Conference Room, Oneida County Courthouse
January 11, 2017

LRES COMMITTEE MEMBERS PRESENT: Ted Cushing/Chairman, Billy Fried, Dave Hintz, Sonny Paszak, Carol Pederson

ALSO PRESENT: Lisa Charbarneau, Jenni Lueneburg (Labor Relations/Employee Services); Darcy Smith (Finance); Tracy Hartman (County Clerk); Bruce Stefonek (Highway/Solid Waste); Robb Jensen (County Board); Nick Sabato (Lakeland Times)

CALL TO ORDER AND CHAIRMAN'S ANNOUNCEMENTS

Chairman Cushing called the LRES Committee to order at 11:00 a.m. in the 1st Floor Conference Room of the Oneida County Courthouse. It was noted that this meeting had been properly posted in accordance with the Wisconsin Open Meeting Law and meets the Americans with Disabilities Act. Cushing notes that this meeting is also a joint meeting of the Public Works Committee.

APPROVE AGENDA

Motion by Paszak to approve today's agenda. Second by Pederson. All members present voting 'Aye'. Motion carried.

APPROVE MINUTES

Motion by Pederson to approve the minutes of December 14, 2016 and December 21, 2016. Second by Paszak. Smith notes amendment to December 14th meeting minutes, under topic "Return to Open Session", fixing dates of Public Health increases to the year 2016. Motion amended to include these changes. All members present voting 'Aye'. Motion carried.

VOUCHERS, REPORTS AND BILLS

Brief description of bills and vouchers presented; discussion held. Motion by Paszak to approve bills and vouchers presented. Second by Cushing. All members present voting 'Aye'. Motion carried.

COUNTY CLERK DEPUTY VACANCY REVIEW APPEAL

Charbarneau states this is the Deputy I/Election Specialist position that is now vacated. This position was previously full-time but Hartman requests to fill the position at 75% to see if this still fulfills the duties of the position. Hartman feels it is easier to change a part-time position to full-time rather than vice versa and this will give her a chance to continue assessing the needs of her new office. Discussion held on recruitment and benefits offered for a 75% position. Hartman states this request has already been approved by the Administration Committee. Motion by Hintz to approve the request. Second by Paszak. All members present voting 'Aye'. Motion carried.

SOLID WASTE SUPERVISOR COMPENSATION

Charbarneau provided background on vacant position and notes that this position has already been approved to be filled by this committee and the committee of jurisdiction. The position was offered to a Highway Department employee but the offer fell through. Stefonek would like to offer the position temporarily to a Highway office employee that currently does bookwork for Solid Waste. This employee would continue with her current duties at her current wage and also take on management responsibilities at Solid Waste at a wage to be determined by Committee approval. Public Works Committee reviewed and approved the request to place this employee on Grade L, Step 6 for her manager duties. Discussion held on duties of two positions and the different pay options that could be offered to this employee that would comply with FLSA (Fair Labor Standards Act) requirements since the employee would be

working in an exempt position and non-exempt position. Charbarneau clarified that this is an interim request for pay until the Solid Waste Manger applications can be reviewed and interviewed. In-depth discussion held on three different pay options led by Charbarneau. Jensen provided input on these options. Smith discussed some concerns on the different options based on D.O.T. (Department of Transportation) requirements. The Committee discussed and agreed to have the employee keep a time log of her hours worked and then pay an overtime wage based on the percentage of time she spent in the two jobs. Motion by Cushing to approve Step 1 (Grade L) for up to 90 days maximum, depending on information gathered (by Smith) from the D.O.T. Second by Hintz. Further discussion held. All members present voting 'Aye' on motion. Motion carried.

REVIEW OF 2016/2017 CONTINGENCY BUDGET AS IT RELATES TO PERSONNEL EXPENSES

Previously, this Committee requested to be informed on funding available for additional step increases not included in the annual budget. Smith reviewed Contingency Fund balances and expenditures for 2016 and 2017 year-to-date. Discussion held and Committee agrees to review this information throughout the year prior to approving additional step increases as requests come forward.

EMPLOYEE HANDBOOK UPDATE AND PREMIUM PAY

Charbarneau discussed proposed change to Premium Pay language in Employee Handbook. Charbarneau states due to questions coming up in the 2016 closure days, she proposes changing the language to clarify that premium pay will only be paid on Employee Handbook listed days, removing the word "holidays". Brief discussion. Motion by Paszak to approve the change presented. Second by Pederson. All members present voting 'Aye'. Motion carried.

PAYMENT OF PRIOR YEARS HEALTH REIMBURSEMENT ACCOUNT (HRA) DOLLARS

Charbarneau states an employee that has had long-term health problems had medical billing issues. At the beginning of treatment, the provider was not in-network. The provider has now been changed to an in-network provider and it was thought that the billing issues had been cleared up; however some 2013 and 2014 bills remain owed. In review of the claims, it was found that some of the claims would have been eligible for HRA funds but were not asked for within the time period requirements since it was thought that the bills were all paid. Since then, the county has changed HRA companies and it is not feasible to ask the old company to process the HRA payment request due to the time limit having passed. Charbarneau has researched the matter and found that as long as adequate documentation is provided on the bills, the county can directly pay out this HRA money. Charbarneau requesting Committee approval to pay HRA funds the employee was eligible for in 2013 and 2014 in order to assist in the unpaid medical bills from those calendar years. Brief discussion held. Motion by Cushing to approve payment of the prior years' HRA payments as requested. Second by Paszak. Further discussion held. All members present voting 'Aye'. Motion carried.

WELLNESS/HEALTH UPDATE

None

OUT-OF-COUNTY TRAVEL

None

FUTURE MEETING DATES

January 24, 2017 at 1:00 p.m.

February 15, 2017 at 9:00 a.m.

FUTURE AGENDA TOPICS

Employee Handbook review and updates

PUBLIC COMMENTS

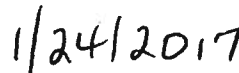
Paszak requests the River News/Lakeland Times recognize an Oneida County employee with 20 years of service. Sabato told Paszak that he would need to contact Gregg Walker/Lakeland Times on that request.

ADJOURNMENT

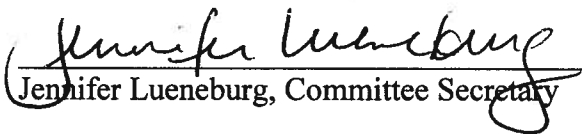
Motion by Cushing to adjourn. Second by Hintz. All members present voting 'Aye'. Motion carried. Meeting adjourned at 11:46 a.m.



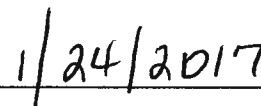
Ted Cushing, Chairman/LRES Committee



Date



Jennifer Lueneburg, Committee Secretary



Date